



## **VIRGINIA DEPARTMENT FOR THE DEAF AND HARD OF HEARING (VDDHH)**

### **VDDHH LIBRARY CIRCULATION GUIDELINES**

REGISTRATION: The resources in the VDDHH library are available to anyone who is a resident of Virginia. All library users are required to complete and sign a library registration form before checking out materials. If you have received a listing of library materials, please consult that listing and give us the title and Barcode # or VDDHH # of the materials that you wish to borrow. If you have not received a listing of library materials and wish to have one, call and request it.

#### **CIRCULATION**

Requests to borrow materials can be made by telephone, mail or fax. Books circulate for four weeks. Videotapes circulate for one, two-week period. If there is a waiting list, renewals or extensions are not made for materials. Videotapes cannot be booked for specific viewing dates. Photocopies of specific articles from periodicals will be provided upon request.

Upon receipt of registration form, materials may be requested via telephone (V/TTY), mail, or fax. If you make your request by telephone and receive a voice mail response, you may leave a message explaining what materials you wish to borrow, stating the title and Barcode # or VDDHH #. Be sure to spell your name and address. Appointments may also be made to perform research.

All telephones are V/TTY. The numbers are 1-800-552-7917 (in Virginia only), 804-662-9708 (direct line to library) or 804-662-9502.

#### **RESERVE**

If the item you have requested is checked out, your name is automatically placed on the reserve list for two months. Many of the items have reserve lists, especially the videotapes. You will be notified if you are put on the waiting list.

#### **RETURNING MATERIALS**

Borrowed materials need to be returned to VDDHH no later than the due date marked in the card pocket. Materials can be returned in person Monday-Friday, 8:15-5:00, or by UPS or the U.S. Mail. The borrower is responsible for the cost of return postage. Include your return address on the package so that, if necessary, it may be tracked by the post office. PLEASE NOTE THAT YOUR NAME IS PLACED AT THE END OF ALL RESERVE LISTS IF YOU ARE MORE THAN ONE WEEK OVERDUE IN RETURNING LIBRARY MATERIALS.

#### **CARE OF THE VIDEOTAPES**

When you receive the videotapes, wait at least one hour before inserting them in your VCR to allow the tape to adjust to the change in temperature. Keep the heads on your VCR clean. Don't leave the tapes anywhere it is hot and dusty. If you have any problems using a tape, insert a note in the card pocket that describes the problem and on what part of the tape it occurred. Rewind the tapes and make sure each tape is in the correct case. Remember to include any manuals or transcripts that accompany the tape. Use a box or padded envelope for mailing.

## **VDDHH LIBRARY CIRCULATION GUIDELINES – CONTINUED:**

### **OVERDUE NOTICES**

If you receive an overdue notice, do not ignore it. If you do not respond, you will be requested to send payment to cover the replacement costs for the items you lost or failed to return. Anyone who does not respond to an overdue notice will have his or her borrowing privileges suspended.

In the event that your borrowing privileges are suspended, you would become ineligible to receive other services from VDDHH, including Library Services, Telecommunications Assistance Program, Interpreter Referral Services and/or Quality Assurance Screening. This would remain in effect until the overdue materials are returned or paid for according to agency procedures.

Failure to comply with overdue notices may result in the agency pursuing legal remedies authorized by the Code of Virginia, including misdemeanor charges or setoff debt collection.

Section 42.1-74 of the Code of Virginia states: “Failure to return book or other library property. –Any person having in his possession any book or other property of any of the above libraries or collections, which he shall fail to return within thirty days after receiving notice in writing from the custodian, shall be guilty of a misdemeanor and punished according to the law: provided, however, that if such book should be lost or destroyed, such person may, within thirty days after being notified, pay to the custodian the value of such book, the value to be determined by the governing board having jurisdiction. (Code 1950, Section 422-22; 1970, c. 606.)”.



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**LIBRARY REGISTRATION FORM**

**CHECK ONE:**

NEW REGISTRANT: \_\_\_\_\_ MATERIALS REQUEST ONLY: \_\_\_\_\_ CHANGE OF  
REGISTRATION INFO: \_\_\_\_\_

Name: \_\_\_\_\_  
(First, M. I., Last)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I have read the VDDHH Library Circulation Guidelines and agree to adhere by same:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete employment or school information below:

Employer or School (circle which): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

IF YOU ARE WORKING ON A SPECIFIC PROJECT, PLEASE INDICATE DATE PROJECT  
DUE: \_\_\_\_\_

IF YOU HAVE EVER BEEN REGISTERED WITH OUR LIBRARY UNDER ANOTHER  
NAME OR ADDRESS, PLEASE INDICATE BELOW:

PREVIOUS NAME: \_\_\_\_\_

PREVIOUS ADDRESS:

\_\_\_\_\_

\_\_\_\_\_



**VIRGINIA DEPARTMENT FOR THE DEAF AND HARD OF HEARING**

**Library Materials Request Procedures & Form:**

Procedure for ordering materials via fax or mail:

Please consult the lists of materials available from the VDDHH library and list below the title and Barcode # or VDDHH # of the items you want to borrow. If any of the items you request are not immediately available, your name will be added to the waiting list for a period of two months. Some items have quite a long waiting list. If you do not receive your materials within two months, please call if you want your name to remain on the waiting list. Otherwise it will be removed.

**BOOKS & VIDEO TAPE REQUEST**

Send to: (Patron's Name & Address)

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TITLE:	BARCODE or VDDHH #
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Mail or fax this form to: Virginia Department for the Deaf & Hard of Hearing  
Attn: Librarian  
1602 Rolling Hills Drive  
Suite 203  
Richmond, VA 23229-5012  
FAX # 804-662-9718

See page 1 of the guidelines for information on how to order materials via telephone.